

## 3.1 System Menu

### 3.1.1 Change Password

Allows a person who knows the current authorized password to change it.

To get this screen:

Change Password --> Change Password

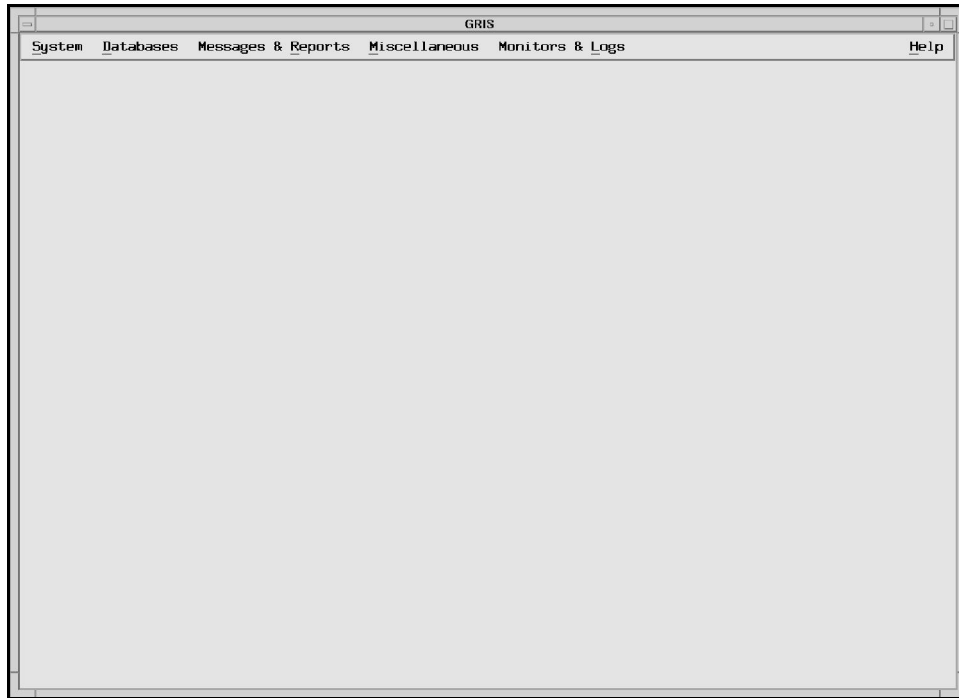


Figure 3-2: Change Password Screen

Buttons and Data Field Descriptions:

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**Old Password:**

Enter the current authorized password (password will not echo).

**New Password:**

Enter the New Password.

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**[Save]**

Enter Old Password and New Password then press Save to effect change.

**[Undo]**

Clear and start over if you make an error when entering old or new password.

**[Cancel]**

Quit from this screen and return to GRIS Main Menu.

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### 3.1.2 Database Maintenance

The Maintenance Index screen is intended for use by certain personnel who are designated as having GRIS system administrative duties. This screen displays several totals for each of the GRIS databases. This screen also allows the administrator to perform database management operations (i.e., initialize, purge, etc.) on indicated GRIS databases. The following describes both the access protection screen and the Maintenance Index screen.

To get to the Access Protected screen:

Database Maintenance --> Access Protected --> [OK] --> Maintenance Index

A screenshot of a 'Change Password' dialog box. The dialog has a title bar with the text 'Change Password'. Inside, there are two text input fields. The first is labeled 'Old Password:' and the second is labeled 'New Password:'. Both fields are currently empty. Below the input fields, there are three buttons arranged horizontally: 'Save', 'Undo', and 'Cancel'.

Figure 3-3: Access Protected Screen

Buttons and Data Field Descriptions:

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**Password:**

Enter the current authorized password (password will not echo).

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**[OK]**

If user's entry matches current authorized password, then user is allowed to proceed to Database Maintenance screen.

**[Cancel]**

Quit from this screen and return to Main Menu.

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Figure 3-4: Maintenance Index Screen

Buttons and Data Field Descriptions:

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**Current Users:**

Number of users logged into the GRIS system. This is automatically refreshed.

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**DATABASE:**

The GRIS database names.

**CAPACITY:**

The total number of records each database can hold.

**TOTAL:**

The current number of records (including active and deleted) in each database.

**ACTIVE:**

The current number of active records in each database.

**DELETED:**

The total number of records marked as deleted in each database.

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**WARNING:** The effect of performing [Initialize], [Purge], or [Reorganize] cannot be undone.

You first indicate which database(s) the operation is to be performed on, by selecting (pointing and clicking) in the list box of the current screen. Then press the button indicating which database operation is to be performed.

**[Initialize]**

Initialize the indicated database(s). Initializing will clear out all information in the database.

The resulting database size will be 0.

**[Purge]**

All outdated records in the indicated database(s) are marked as deleted. What counts as an outdated record is configurable as MONTHS\_BEFORE\_PURGE in the config file. For example, if the value is -3, all records older than two months will be purged.

**[Dump]**

Writes the contents of the indicated database(s) to a "txt\_\*" file in the same directory as its database.

**[Reorganize]**

Physically removes all records marked as deleted from the indicated database(s) and recreates the key files.

**[Cancel]**

Returns to the GRIS Main Menu.

**[Help]**

Displays this screen help.

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**3.1.3 Finder**

Finder --> (Not implemented in this release.)

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**3.1.4 Exit**

Exit --> (Terminate your interface session to the GRIS system.)

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